

<p align="center">12 REPORTING RESULTS</p>	<p align="center">Page 1 of 4</p>
<p align="center">Department of Forensic Science</p> <p align="center">QUALITY MANUAL</p>	<p>Amendment Designator: C</p>
	<p>Effective Date: 1-February-2006</p>
<p align="center">12 REPORTING RESULTS</p> <p>12.1 Policy</p> <p>12.1.1 The completed Certificate of Analysis, Form DFS-70-005, is the official Department document used to provide examiners' results to our clients (Appendix C-1). Each examiner receiving a Request for Laboratory Examination form (RFLE) will issue a CoA, with the exception of the termination of cases as discussed in ¶ 12.3, below, or when evidence is transferred to another agency for examination.</p> <p>12.1.2 The issuing examiner shall be responsible for the accuracy and completeness of the CoA in consonance with its service as a legal document acceptable as evidence in criminal proceedings in lieu of testimony under provisions of the Code of Virginia (§§ 19.2-187, 18.2-268.7 and 18.2-268.9).</p> <p>12.2 Procedures</p> <p>12.2.1 The format of the CoA is generated by FACE.</p> <p>12.2.2 The date of the CoA is normally generated by the report merge process.</p> <p>12.2.2.1 A previously merged CoA may be changed in only two ways;</p> <ul style="list-style-type: none"> • Re-merge the CoA with corrected information, or • Use word processing to make the change, then make the appropriate change in FACE prior to release of the CoA. <p>12.2.3 The following categories are completed by the report generation function of FACE from information previously put into the FACE database at the time of submission of the evidence (formatting is described in ¶ 20.2.33):</p> <p>To: Your Case #: Victim(s): Suspect(s): Submitting Officer: Date Received:</p> <p>12.2.3.1 If the submitting officer's agency differs from the agency to which the report is addressed, the submitting officer's agency will be specified on the line below his/her name.</p> <p>12.2.4 See ¶¶ 13.3 and 13.4 for assignment of item numbers and descriptions of evidence.</p> <p>12.2.5 When two or more examiners are examining evidence from a submission, each examiner will list only those items that he/she examined. If any submitted items are not examined, the primary examiner will address those items in his/her report and will state that they were not examined.</p> <p>12.2.6 The portion of the CoA that will contain the findings will be headed with the phrase "RESULTS:". The wording of the findings and conclusions will be consistent with that approved in the Technical Procedures Manual by the Section Chief for use within his/her Section.</p> <p>12.2.7 Administrative statements, the typist's initials, and copy distribution shall be entered after the findings and conclusions. To the maximum extent possible, administrative statements should be selected from among the following:</p> <ul style="list-style-type: none"> • The evidence is being returned under separate cover. • The evidence is returned herewith. 	

<p align="center">12 REPORTING RESULTS</p>	<p align="center">Page 2 of 4</p>
<p align="center">Department of Forensic Science</p> <p align="center">QUALITY MANUAL</p>	<p>Amendment Designator: C</p>
	<p>Effective Date: 1-February-2006</p>
<div data-bbox="315 296 1549 457"> <ul style="list-style-type: none"> • The evidence is being retained for personal pickup. • The evidence is being returned to the _____ Laboratory where it will be available for personal pickup. • The result(s) of the other requested examination(s) and disposition of the evidence are being reported separately. • The requested (Trace Evidence, Latent Fingerprint, etc.) examination(s) were terminated at the request of <u>(name and title)</u> on <u>(date)</u>. </div> <div data-bbox="220 485 1549 548"> <p>12.2.8 If a report requires more than one page, the following heading should go on the top left corner of the second and subsequent pages:</p> </div> <div data-bbox="380 575 691 699"> <p>Any town Police Department FS Lab # X 92-09876 Your Case # 92-123/1234567 Date of Report</p> </div> <div data-bbox="220 726 1549 789"> <p>12.2.9 When a CoA bearing the Forensic Science Laboratory Number (FS Lab #) of another laboratory is issued, a copy of the CoA will be sent to that (originating) laboratory.</p> </div> <div data-bbox="220 819 1403 852"> <p>12.2.10 The report writing function of FACE will print the notation, "Page __ of __", at the bottom of the page.</p> </div> <div data-bbox="152 879 425 913"> <p>12.3 Terminated Cases</p> </div> <div data-bbox="220 940 1549 1278"> <p>12.3.1 There are occasions when a submitting agency will request the termination of a case. A terminated case requires written notification via CoA or letter stating that the case was terminated by request of a representative of the submitting agency or an attorney from the Commonwealth Attorney's Office.</p> <p>12.3.2 The request from the agency may be telephonic or in writing. A record of this request will be placed in the case file.</p> <p>12.3.3 If the primary examiner has not completed his/her report at the time of termination of a case, the statement will be included in his/her report for each Section with outstanding examinations.</p> <p>12.3.4 If all the analytical work on any item or items in a case has been completed at the time of the termination request, the examiner will report those results.</p> </div> <div data-bbox="152 1306 425 1339"> <p>12.4 Amended Reports</p> </div> <div data-bbox="220 1367 1549 1864"> <p>12.4.1 The term, amended, will be applied to reports that will be issued to make a change in a previously issued report.</p> <p>12.4.2 The words, "AMENDED REPORT", will appear in upper case bold type, two lines above the FS Lab #. On the second and subsequent pages the term "AMENDED REPORT" will be placed after the FS Lab #.</p> <p>12.4.3 A sentence, modeled on the examples below to the maximum extent possible, will be placed left justified, two lines below the FS Lab # (Appendix C-1).</p> <ul style="list-style-type: none"> • This report amends the Certificate of Analysis dated _____ to correct the spelling of the _____ (victim's, suspect's) _____ name per request of _____ (investigator, doctor) _____, _____ (agency) _____, on _____ (date) _____. • This report amends the Certificate of Analysis dated _____ to correct paragraph _____ of the results section on page _____. • This report amends the Certificate of Analysis dated _____ to correct line _____ of the chart on page _____. </div>	

12 REPORTING RESULTS	Page 3 of 4
Department of Forensic Science QUALITY MANUAL	Amendment Designator: C Effective Date: 1-February-2006

- This report amends the Certificate of Analysis dated _____ to add _____ (suspect, victim name) _____ to the report per request of _____ (investigator, attorney, etc.) _____, (agency) _____, on _____ (date) _____.

12.4.4 FACE automatically places the same date on the amended report as on the original report; therefore, the date on the amended report must be edited to reflect the date the report is generated.

12.4.5 An amended report will not be issued without the approval of the appropriate Laboratory Director. Such approval will be indicated by the approver's initials adjacent to "AMENDED REPORT" on the first page of the file copy of the CoA.

12.4.6 The identifying information provided by an agency on the RFLE is not part of the laboratory's examination; therefore, any changes in this information shall not be a basis for amending a CoA without a written request on the requester's letterhead stating the nature of the amendment. This request will become part of the case file documentation.

12.4.7 If the amended report is necessary because of a Department discrepancy, it will be documented on a Technical Review Form.

12.5 Supplemental Reports

12.5.1 The term supplemental report applies to additional reports by an individual examiner on items of evidence that have been the subject of a previous report(s) by that examiner.

12.5.2 The heading, "SUPPLEMENTAL REPORT", will appear in upper case bold letters, two lines above the FS Lab #. On the second and subsequent pages of the CoA, the term "SUPPLEMENTAL REPORT" will be placed after the FS Lab #.

12.6 Examiner's Responsibility

12.6.1 The issuing examiner shall proofread the typed report and **assume responsibility** for its content and accuracy by signing the report.

12.6.2 After the report is signed, it will be subjected to administrative review or a combination administrative/technical review. The reviewer's initials will appear on the file copy of the report in the space underneath the typist's initials.

12.7 Certified Copy

12.7.1 All agencies requesting a certified copy of a CoA must put their request in writing on their agency's letterhead. The following statement, placed on a laboratory's letterhead, will be used by the Department to respond to such requests:

CERTIFICATE OF AUTHENTICATION PURSUANT TO CODE §§ 8.01-390 & -391

I, the undersigned, do hereby certify that: (1) I am the custodian of the records for the _____ Laboratory of the Virginia Department of Forensic Science; (2) the attached _____ (list document being certified; i.e., Certificate of Analysis bearing FS Lab # _____ and dated _____) is a true and exact copy of the original record of this office; and (3) I have custody of the referenced record.

 (Custodian's Signature)

 (Type Custodian's Name) Date
 Custodian

12 REPORTING RESULTS	Page 4 of 4
Department of Forensic Science QUALITY MANUAL	Amendment Designator: C
	Effective Date: 1-February-2006
<p>I, the undersigned, do hereby certify that: (1) _____ is the custodian of the records for the _____ Laboratory of the Virginia Department of Forensic Science; (2) I am the person to whom he/she reports; and (3) the attached _____ (list document as above) is a true and exact copy of the original record of this office.</p> <p>(Supervisor's Signature) _____ (Type Supervisor's Name) _____ Date _____ (Type Supervisor's Title) _____</p> <p>12.7.2 Each laboratory will publish a memorandum that designates specific laboratory employees as the custodian of records and alternate custodians of records.</p> <p>► End</p>	